

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF HEALTH SERVICES

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

SP-023-DLS-CCL, Determining Whether an Individual Providing Child Care Services in a Residential Setting is Required to Be Certified as a Child Care Group Home

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

September 1, 2003

**3. Summary of the contents of the substantive policy statement:**

The substantive policy statement notifies the public how the Department determines whether an individual providing child care services in a residential setting is required to be certified as a child care group home under A.R.S. Title 36, Chapter 7.1, Article 4 and the rules for child care group homes.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new substantive policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Lourdes Ochoa, State Licensing Manager

Address: Arizona Department of Health Services  
Division of Licensing Services  
Office of Child Care Licensing  
150 N. 18th Avenue, Suite 400  
Phoenix, AZ 85007

Telephone: (602) 364-2539

Fax: (602) 364-4768

or

Name: Kathleen Phillips, Rules Administrator

Address: Arizona Department of Health Services  
Office of Administrative Rules  
1740 W. Adams, Suite 202  
Phoenix, AZ 85007

Telephone: (602) 542-1264

Fax: (602) 364-1150

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the substantive policy statement may be obtained from the Arizona Department of Health Services, Division of Licensing Services, Office of Child Care Licensing, 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007. The Department charges 25¢ per page for copying. Payment may be made with cash or by check or money order made payable to the Arizona Department of Health Services.